

# **BYLAWS OF THE RETRO ADVISORY COMMITTEE**

## **ARTICLE I**

### **Name**

The name of this Committee shall be the Retro Advisory Committee.

## **ARTICLE II**

### **Purpose**

The purpose of this Committee shall be to provide input to the Department of Labor and Industries in the policy rules applicable to retrospective rating administration and procedures for effectively operating the retrospective rating program. The members receive no compensation for their work. Motivation for participating in the committee stems from the desire to shape the Retrospective Rating systems policies in a fashion most beneficial to business. The Committee operates in an advisory capacity only. Suggestions or actions of this Committee are intended to keep the Director of Labor and Industries informed as to the possible affects the Retrospective Rating policies will have on business.

## **ARTICLE III**

### **Members**

- Section 1.** The director or his/her designee shall appoint a Retro Advisory Committee composed of eleven members: Four members shall be owners of or employees of firms that are enrolled individually in the retrospective rating program; six members shall be employees of trade associations enrolled in the retrospective rating program, and one ex officio member, without a vote, whom shall be an employee of the Department. The member representing the Department shall be chairman.
- Section 2.** Individuals shall be eligible to membership on the Retro Advisory Committee provided that such person is an owner/employee of an individual firm or an employee of a trade association that is currently enrolled in the retrospective rating program. The chairman will provide the Committee with a list of owners/employees from individually enrolled employers or employees of trade associations who are interested in serving on the Committee, along with recommendations to the Committee for their review. The director, or his/her designee, shall appoint replacement representatives from the original list of names, as well as the recommendations of the Retro Advisory Committee.

## **ARTICLE IV**

### **Term of Membership**

- Section 1.** **Appointees representing individual employers.** Two of the initial appointees representing individual employers shall serve three year terms. One shall serve a two year term and one shall serve a one year term.

Thereafter, all individual employer members shall serve a two year term or until their successor is appointed. The term of membership shall begin at the close of the meeting at which they are appointed.

**Appointees representing associations.** Two of the initial appointees representing associations shall serve three year terms, two shall serve a two year term and two shall serve a one year term.

Thereafter, all association members shall serve a five year term or until their successor is appointed. The term of membership shall begin at the close of the meeting at which they are appointed.

**Section 2.** Each member cannot miss 3 meetings per year or shall be dismissed from the Committee.

**Section 3.** There shall be a two year waiting period before a member can again serve on the Committee.

**Section 4.** Vacancies shall occur when a term expires or when a member:

- a. resigns
- b. expires
- c. leaves position of employment
- d. No longer qualifies as a “member” as described in Article III Section 2.

**Section 5.** The department may allow an employee of an employer who participates in a group plan to be appointed as an individual member when a vacancy occurs in that member category and a volunteer employee of an employer enrolled in an individual plan to fill the vacancy has not been found. When this type of appointment occurs the member must represent the interests of individual employer enrollments and not that of the group they participate in. Such appointment is for one year.

## **ARTICLE V**

### **Quorum**

Six voting members shall constitute a quorum.

## **ARTICLE VI**

### **Meetings**

The Committee may hold quarterly meetings unless changed by vote. Additional meetings may be held if there are items of an urgent nature.

It shall be decided at each meeting the time and place of the next meeting.

## **ARTICLE VII**

### **Amending Bylaws**

By-laws may be amended by majority vote of a quorum.

Meetings of the Committee shall be conducted pursuant to “Robert’s Rules of Order” unless the Committee establishes separate rules.